

## **CITY OF SELAH**

### **MECHANIC, WASTEWATER TREATMENT PLANT**

*This job description is intended to present a descriptive list of the range of duties performed by the position. It is not intended to reflect all duties performed within the job.*

#### **DEFINITION**

The Wastewater Mechanic provides maintenance and preventative maintenance under the direction of the Wastewater Treatment Plant Supervisor, on the wastewater treatment facilities including, but limited to the Main Treatment Plant, the Industrial Treatment Plant, and Sludge Disposal operations and systems. Rebuilds electric motors, blowers & pumps, does electrical trouble shooting and reading of schematics.

#### **SUPERVISION RECEIVED AND EXERCISED**

Works under the general supervision of the Wastewater Treatment Plant Supervisor.  
May supervise seasonal help at the treatment plant.

#### **ESSENTIAL JOB FUNCTIONS**

Essential functions and duties include, but are not limited to, the following:

1. Assists in operation and maintenance the wastewater collection system, treatment plant(s), and lift stations to control flow and processing of wastewater, sludge, and effluent in order to meet NPDES or other local, state or Federal regulations.
2. Rebuilds electric motors, blowers & pumps, does electrical trouble shooting and reading of schematics.
3. Assists in planning, scheduling and implementation of maintenance, and operation and construction activities designed to provide quality wastewater collection and treatment service for the City.
4. Aids in the installation, maintenance and repair of electrical systems for the wastewater collection and treatment system.
5. Aids the analysis of wastewater, sludge, and effluent samples to provide data for the efficient operation of wastewater treatment plants.
6. Inspects and participates in the repair of water quality equipment, sewer collection systems, pumping stations, meters, and treatment plant systems at frequent intervals to insure that all aspects of the systems are functioning properly.
7. Assists in the requisition of needed supplies for the department and maintains a variety of records relating to personnel, equipment, supplies, water consumption and reports.
8. Inspects main and side sewer installation for compliance with regulations and requirements.
9. Paints and maintains buildings and equipment.
10. Assists in inspection of and the control and use of supplies and equipment used in the maintenance, construction and repair of wastewater collection and treatment systems and other department facilities to insure that all equipment is in proper working order.

11. Monitors pretreatment users to assure compliance with discharge requirements.
12. Follows and help to enforce rules, regulations, policies and procedures relating to the operation of the wastewater utility system.
13. Conduct all operational, maintenance and preventative maintenance procedures as required and directed by the Wastewater Treatment Plant Supervisor.
14. Operate and maintain all pumps, motors, lines, valves, hydraulic and pneumatic and electrical systems appurtenant to the treatment system.
15. Collect for and conduct laboratory appurtenant to wastewater control in the absence of tests and maintain records appurtenant to the wastewater treatment and processing control.
16. Maintain active involvement with the operations of the plant including the maintenance, modification and changes in process control on a daily basis, providing input and for process control.
17. Operate and maintain all equipment and machinery appurtenant to the operation, maintenance and preventative maintenance of the wastewater facilities and their grounds.

**Peripheral Duties:**

- Operates a variety of power construction and maintenance equipment used in the department.
- Other duties as assigned.

**NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:**

- Thorough knowledge of equipment, facilities, materials, methods and procedures used in wastewater collection and treatment systems
- Considerable knowledge of sewer pipe installation, connection and repair
- Considerable knowledge of wastewater treatment plant operation and maintenance.
- Skill in operation of the listed tools and equipment.
- Knowledge and direct experience in the activated sludge process, testing and lab procedures, chemistry and trouble shooting and detecting process hazards.
- Knowledge in State and Federal Laws regulating treatment, pretreatment, and land application of sludge.
- Ability to interpret specific chemical and biological analyses
- Ability to guide, direct and motivate employees
- Ability to organize and supervise the activities of various crews performing construction and maintenance work
- Ability to communicate effectively, verbally and in writing
- Ability to establish and maintain effective working relationships with employees, other departments and the public.

**SPECIAL REQUIREMENTS:**

- The employee may be required to work hours or days other than the normal workweek.
- However, employees must be able to respond within 30 minutes during emergencies.
- Physical exam required prior to appointment.

## **TOOLS & EQUIPMENT USED:**

- Detection devices, mobile radio, phone, personal computer including word processing and other software, copy and fax machine.

## **QUALIFICATIONS:**

### **Education, Experience, and Training Guidelines**

*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

#### **Education:**

- High School diploma or G.E.D. is required.

#### **Experience:**

- Four (4) years of experience relating to the construction, repair and maintenance of wastewater collection or treatment systems including the operation of related maintenance equipment, or
- Any equivalent combination of education and experience.

#### **Training, licensing, or certifications:**

- Possession of valid Washington State Driver's License
- Obtain a Washington State Wastewater Treatment Plant Operator in Training license within first 6 months
- Obtain a Laboratory Certification within first 6 months
- Obtain an Operator Class II License within three years
- Obtain an Operator Class III License within five years

## **WORKING CONDITIONS**

### **Environmental Conditions:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee may be exposed to raw sewage, acids, caustics, corrosives, toxic materials and unpleasant odors. The employee occasionally works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock.

The noise level in the work environment is usually loud in field settings, and moderately quiet in office settings.

### **Physical Conditions:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand

and talk or hear. The employee is occasionally required to walk, sit; climb or balance; stoop, kneel, crouch, or crawl; and smell.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and the ability to adjust focus.

**Note:**

1. Any combination of education and experience may be substituted, so long as it provides the desired skills, knowledge and abilities to perform the essential functions of the job.
2. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. However, some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.
3. While requirements may be representative of minimum levels of knowledge, skills and abilities to perform this job successfully, the employee will possess the abilities or aptitudes to perform each duty proficiently.
4. This job description in no way implies that these are the only duties to be performed. Employees occupying the position will be required to follow any other job-related instructions and to perform any other job related duties requested by their supervisor.

I have read and understand this class description.

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Signature

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Date